



## Staff Type Assignment (via Upload)

The Staff Type Assignment upload allows schools that do not have an Indiana Ed-fi Certified Student Information System, or whose Student Information System has not yet been connected, to upload the LINK staff types, in bulk, via csv. To upload into Data Exchange, you must have the staff type of Data Administrator.

### Data Elements

The following data elements are required to successfully complete Staff Type Assignment.

- Education Organization ID
- School Personnel Number (SPN)
- Staff Classification
- Begin Date
- End Date (optional)
- Email (work email which matches the LINK portal domain)

**Templates** (sample files are found online at <https://doe.in.gov/link/unified-access>)

**011\_StaffAssociation\_StaffEdOrgAssignmentAssociation.csv**

**012\_StaffAssociation\_StaffEdOrgContactAssociation.csv**

- Keep the 6 header rows within the templates. These contain instructions for the Data Exchange System
- Zip both files and upload the zip into Data Exchange under the July submission window.
- Do not use any special characters in the names of either the csv files or the zip file
- After successful completion, there is an hourly process that runs on the hour, which will add the staff type to the Security Portal listing.

### Instructions for Indiana IEP:

These instructions are for those corporations/schools who are participating in the pilot to move the access to IIEP from Learning Connection to behind the LINK Portal.

- The StaffClassification in Template 11 will be “Student Support Plans” for everyone
- Use the Education Organization ID of the corporation for “Student Support Plans”
- Only include staff who are employed by your corporation
  - Staff, serving more than one corporation, will be provided access via the cooperative within LINK
  - Contractors you employ will need to be issued a G-Suite/Microsoft account
- Do not include staff who work for Indiana School for the Blind, Indiana School for the Deaf, or who are employed by and access multiple sites via the cooperative. These staff have a different, direct login to IndianaIEP.
- Template 12: The “ContactTitle” for everyone will be “Unified Access”. Emails must match Google or Microsoft logins for LINK. NOTE: Learning Connection emails should have already been changed to match LINK earlier. If not, caseloads will not match up with existing accounts.

It is recommended that once you upload staff types via upload, that you continue to add new staff to the original csv files, keeping the original staff types in the files. If a staff member leaves, you may enter an end date on template 11.